

College of Arts and Sciences Chairs Meeting
September 24, 2020
2:00 PM

Agenda

- 1) Approve the Minutes of the July 2, 2020, Chairs Meeting
- 2) Budget Update
- 3) Fall 2020 Course Enrollments
- 4) A&S External Funding
- 5) Spring Semester Remote Teaching Requests
- 6) Emeritus Professor Nomination Requests Deadline (October 8, 2020)
- 7) Staff Evaluation Deadline (October 1, 2020)
- 8) 2020 Dean's Lecture
- 9) Faculty Non-reappointments
- 10) Annual Review of Faculty Members
- 11) 2019-2020 Assessment Update (Dr. Coleman)
- 12) Reassigned Time Requests (Dr. Coleman)
- 13) A&S Award Timeline (Dr. Loomis)
- 14) Mandatory Midterm Grades Reminder (Dr. Loomis)
- 15) Sabbatical Proposals are Due on October 1, 2020 (Dr. Loomis)
- 16) College Preview Days (Dr. Loomis)
- 17) 2020-2021 Tenure, Promotion and Mid-Probationary Deadlines (Dr. Loomis)
- 18) New T&P Voting Procedures (Dr. Loomis)
- 19) A&S New Faculty Advising Workshop (October 12, 2020 at 3:20 p.m.)
- 20) Reminder: spring "WH" course requests for "WB" format
- 21) Other Business

Unapproved Minutes
Chairs' Meeting via Zoom
Thursday, July 2, 2020

In Attendance: CPT Clemmons, Dr. Kimball, Dr. Sherman, Ms. Fitzsimmons, Dr. Coym, Dr. Ward, Dr. Tatom, Dr. Harrington, Dr. Messenger, Dr. Powers, Dr. Mulekar, Dr. ter Horst, Dr. Moore, Dr. Meeker, Dr. Sanders, Dr. Habel, Dr. Husain, Dr. Shelley-Tremblay, Dr. Hanks, Dr. Loomis, Dr. Coleman, Dr. Wierzbicki

Absent: LTC Tukes, LTC Vaughn

1. The minutes of the February 20, 2020, Chairs' Meeting were approved.
2. Chairs reviewed the estimated budget as of May 31, 2020. Departments have \$2,357,147 in self-supporting funds. There should be no spending from supplemental accounts that are in deficit. Departments have \$580,285 in student fees. Chairs were urged to spend funds in ways that benefit students. A hiring freeze is in place due to budget cuts and lower enrollment. All distance-learning fees will be held, pending review of the budget situation.
3. The final total University headcount of 7,747 was an increase of 2.11% compared to the Summer 2019 semester total headcount of 7,587. Undergraduate headcount decreased by 4.53% while graduate enrollment increased by 10.31% compared to last summer. The College had a 5.69% decrease in undergraduate enrollment and a 2.14% decrease in undergraduate credit hour production. However, there was a 20.43% increase in graduate enrollment. Chairs received enrollment reports for review.
4. Chairs reviewed the University's plan for employees returning to campus. Departments should contact Bill Guess about plexiglass barriers for desks and/or counterspace. Dean Wierzbicki shared website information for departments to request hand sanitizer and protective supplies. There was discussion about departmental responsibility for signs, social distancing measures, and on-campus safety procedures.
5. Dr. Wierzbicki distributed a list of enrollments for high-demand courses for the Fall semester 2020. Chairs were asked to monitor enrollments and manage course schedules accordingly. There was discussion about Fall orientations and enrollment expectations.
6. Academic Affairs' New Faculty Orientation will be virtual and is anticipated to be held one week before classes begin. Chairs were asked to contact new faculty about possible COVID-19 health issues and remote learning. There was discussion about proctored exams.
7. Dr. Wierzbicki distributed the sponsored activity report. CAS faculty members have submitted 54 grant proposals, and 34 have been funded for a total of \$3,253,271 in FY 2020. Chairs were asked to continue encouraging faculty members to submit grant proposals to increase external research support for the College.
8. Dr. Wierzbicki announced that the deadline has been extended for submission of annual staff and administrative employee performance evaluations. Evaluations should be submitted electronically to Ms. Krista McCreery no later than October 1, 2020. The evaluation period is June 15, 2019, to June 14, 2020.
9. Dr. Coleman shared that the Office of Institutional Effectiveness will send out new procedures for Program Reviews within two weeks. Student achievement, student performance, and assessment of learning outcomes will now be the primary focus. Self-studies will now be done in the fall, completed by May, and all documentation will be uploaded by summer.
10. Dr. Coleman announced that the TracDat deadline is 5:00 p.m. on September 4, 2020. A "use of result" must be included with every "result" entered.

11. Dr. Loomis shared the academic plan for reopening campus and modified academic calendar for Fall 2020. Classes start August 17, 2020. There will be no Fall break. Classes will end on November 24, 2020, prior to Thanksgiving break. Faculty will have two options for holding final exams: either between November 18 and 24 or virtually during the scheduled final exam period of December 1 through 4. There was discussion about when and how staff are expected to return to work on campus. Chairs are to ensure that social distancing guidelines are followed in classrooms, study spaces, hallways, stairwells, and elevators. Meetings will be held virtually for Fall semester. Most classes will be taught as web-blended. The schedule will list the classes as WE as there will be no change for instructional type in the schedule. Requests for fully remote instruction by faculty should now have been received and will either be web-blended fully remote with at least 15% synchronous instruction during scheduled class time or WO-fully online with 0-15% synchronous. Chairs should encourage faculty to design courses to be completed remotely in the event a student becomes ill or the university must return to fully remote instructions. Faculty will be required to establish virtual office hours for meeting with students and advising. Chairs were asked to encourage faculty to use scheduling and advising tools in Navigate South and/or Zoom.
12. Dr. Loomis announced that August 17 Convocation is canceled. Week of Welcome activities will begin as student move into dorms between August 8 - 16 and will continue during the first week of classes, August 17 -21.
13. Chairs were reminded of the modified academic calendar that was discussed earlier in the meeting.
14. The CAS New Faculty Orientation will be held virtually from 6:00-7:30 p.m. on August 17. Chairs were asked to send a list of new full-time and part-time faculty to Dr. Loomis before August 17. There will not be a reception this year.
15. Dr. Loomis informed Chairs that the deadline for faculty to submit sabbatical proposals for the 2021-2022 academic year is September 15, 2020. Proposals with Chair's comments are due to the Dean's office on October 1. Dr. Wierzbicki asked that Chairs include in their proposals what classes the faculty typically teaches for the particular semester, who will provide coverage for the courses, and the cost for the coverage.
16. Dr. Loomis distributed a summary of Tenure and Promotion deadline dates and reminders. There are no changes to the College or University's policy or procedures this year.
17. Transfer Orientation for July 17 will begin July 16.
18. Dr. Loomis distributed the Summer Orientation schedule.
19. Other business: There was discussion about student attendance due to reasons possibly related to COVID, syllabus changes due to moving courses fully online mid-semester, social distancing guidelines in regards to student workers returning to campus, building access, and sending forms electronically.

Arts & Sciences Departmental Status
as of August 31, 2020

9/10/2020

#2

Dept.	Org. Budget Operating Fund As of 10/31/19	FY '2018-19 Revenue Carryover	FY '2019-20 Supplemental Transfer	Total Operating & Supplemental Revenue	Present 110000 Operating Balance*	Present Operating Supplemental Balance*	Present Balance Combined Operating Accts*
Air Force	6,594.00	429.58	-	7,023.58	3,482.01	429.58	3,911.59
BLY	33,390.00	24,297.39	11,804.00	57,687.39	5,470.42	33,019.82	38,490.24
CH	30,122.00	7,483.26	12,627.00	37,605.26	7,055.51	9,021.92	16,077.43
CA	13,965.00	(5,192.09)	680.00	8,772.91	(2,816.59)	(13,806.36)	(16,622.95)
TD	2,561.00	9,809.14	3,000.00	12,370.14	(3,197.17)	(37.50)	(3,234.67)
TD Theatre	20,691.00	-	-	-	2,798.18	-	2,798.18
ES	14,054.00	(2,445.52)	9,339.00	11,608.48	3,967.33	6,624.85	10,592.18
EH	7,960.00	57,595.46	26,569.00	65,555.46	2,777.80	60,611.99	63,389.79
MCLL	17,247.00	8,903.82	9,374.00	26,150.82	(443.57)	22,608.19	22,164.62
HY	8,323.00	32,260.91	12,000.00	40,583.91	5,142.22	30,284.32	35,426.54
Afr Am St	5,000.00	2,000.00	1,805.00	7,000.00	4,979.65	5,805.00	10,784.65
Intl Studies	380.00	10,535.94	2,000.00	10,915.94	380.00	9,032.97	9,412.97
MAS	25,152.00	-	(4,086.00)	25,152.00	(7,426.43)	-	(7,426.43)
MA	1,107.00	153,157.76	33,832.00	154,264.76	(10,706.63)	200,875.19	190,168.56
MD	143,675.00	-	-	143,675.00	108,054.83	-	108,054.83
Mil Sc	5,196.00	530.38	-	5,726.38	(778.40)	1,137.38	358.98
MU	229,627.00	957.49	15,000.00	230,584.49	21,678.96	38,933.37	60,612.33
Marching Band	1,478,981.00	-	-	-	265,399.83	-	265,399.83
PHL	3,932.00	17,932.65	4,000.00	21,864.65	837.98	17,713.14	18,551.12
PH	13,773.00	8,291.80	9,000.00	22,064.80	3,102.59	31,151.31	34,253.90
PSC/CJ	4,676.00	3,207.72	11,000.00	7,883.72	5,012.68	11,442.31	16,454.99
PSY	(18,575.00)	13,627.92	14,000.00	(4,947.08)	(27,722.79)	21,529.15	(6,193.64)
PSY Lab	12,465.00	-	-	-	4,782.75	-	4,782.75
PSY Clinic	1,757.00	-	-	-	403.13	-	403.13
SY/AN	5,337.00	47,804.80	12,060.00	53,141.80	3,321.26	24,615.53	27,936.79
Archeol Stu	3,668.00	-	-	-	(879.21)	-	(879.21)
Social WK	22,500.00	-	-	22,500.00	5,683.43	-	5,683.43
Art & Art History	7,221.00	(1,080.23)	11,902.00	6,140.77	(140.95)	12,255.31	12,114.36
Balance	2,100,779.00	390,108.18	195,906.00	973,325.18	400,218.82	523,247.47	923,466.29

91.67% of Fiscal year Elapsed

*= Including encumbrances

College of Arts & Sciences

8/10/2020

Departments	Operating	Supplemental	Overhead	Professorship	Student Fees	Total
Air Force	3,482.01	429.58	-	-	-	3,911.59
Biology	5,470.42	33,019.82	7,570.11	-	-	46,060.35
Chemistry	7,055.51	9,021.92	10,862.50	29,457.25	78,661.67	135,058.85
Communications	(2,816.59)	(13,806.36)	-	-	(3,495.78)	(20,118.73)
Theatre & Dance	(3,197.17)	(37.50)	3,767.00	-	-	532.33
Theatre	2,798.18	-	75.98	-	11,952.07	14,826.23
Earth Science	3,967.33	6,624.85	3,843.27	57,362.39	49,018.53	120,816.37
English	2,777.80	60,611.99	6,471.64	25,621.37	-	95,482.80
Modern and Classical Lang. & Lit.	(443.57)	22,608.19	60.00	36,249.84	1,179.30	59,653.76
History	5,142.22	30,284.32	327.04	52,647.70	-	88,401.28
African American Studies	4,979.65	5,805.00	-	-	-	10,784.65
International Studies	380.00	9,032.97	-	-	-	9,412.97
Marine Sciences	(7,426.43)	-	34,917.26	14,023.33	-	41,514.16
Mathematics/Statistics	(10,706.63)	200,875.19	12,048.21	115,542.99	189,194.91	506,954.67
Math Development Studies	108,054.83	-	-	-	-	108,054.83
Military Science	(778.40)	1,137.38	-	-	3,190.15	3,549.13
Music	21,678.96	38,933.37	-	-	4,154.42	64,766.75
Marching Band	265,399.83	-	-	-	-	265,399.83
Philosophy	837.98	17,713.14	33,821.57	-	-	52,372.69
Physics	3,102.59	31,151.31	5,218.46	18,503.32	108,033.29	166,008.97
Political Science/Criminal Justice	5,012.68	11,442.31	-	101,561.87	1,261.38	119,278.24
Psychology	(27,722.79)	21,529.15	24,247.22	-	10,311.95	28,365.53
Psychology Lab	4,782.75	-	-	-	-	4,782.75
Psychology Clinic	403.13	-	-	-	-	403.13
Sociology/Anthropology/SW	3,321.26	24,615.53	46,995.47	56,656.01	54,148.93	185,737.20
Archeology Studies (Lab)	(879.21)	-	78,611.35	-	-	77,732.14
Social Work	5,683.43	-	-	-	-	5,683.43
Art & Art History	(140.95)	12,255.31	500.64	-	130,653.17	143,268.17
Total	400,218.82	\$523,247.47	\$269,337.72	\$507,626.07	\$638,263.99	\$2,338,694.07

9/10/2020

	Grand Total
Supplemental Funds	530,955.82
Overhead Funds	269,337.72
Professorship Fund Balances	493,017.59
Start-Up Funds	496,699.65
Student Fee Funds	638,263.99
	<u>\$ 2,428,274.77</u>

Attachment 1 Table I

The University of South Alabama
Final Headcount Enrollment Statistics Comparison
Fall 2020

	Fall 2019			Fall 2020			Percent Change		
	LD	UD	Total	LD	UD	Total	LD	UD	Total
<i>Undergraduate</i>									
Allied Health Professions	507	672	1,179	462	626	1,088	-8.88	-6.85	-7.72
Arts & Sciences	1,391	1,458	2,849	1,303	1,370	2,673	-6.33	-6.04	-6.18
Business	473	628	1,101	418	571	989	-11.63	-9.08	-10.17
Computing	239	331	570	211	316	527	-11.72	-4.53	-7.54
Education	573	968	1,541	531	933	1,464	-7.33	-3.62	-5.00
Engineering	424	626	1,050	394	565	959	-7.08	-9.74	-8.67
Nursing	601	710	1,311	604	746	1,350	0.50	5.07	2.97
Total Undergraduate	4,208	5,393	9,601	3,923	5,127	9,050	-6.77	-4.93	-5.74
<i>Graduate</i>									
Allied Health Professions			419			421			0.48
Arts & Sciences			207			227			9.66
Business			129			159			23.26
Computing			101			100			-0.99
Education			459			539			17.43
Engineering			77			89			15.58
Graduate School			41			44			7.32
Medicine*			336			344			2.38
Nursing			3,027			3,251			7.40
Total Graduate			4,796			5,174			7.88
University Total			14,397			14,224			-1.20

*Medicine total excludes 270 medical residents in Fall 2019 and 281 medical residents in Fall 2020.

SOURCE: ZSGR4501

Attachment 1 Table II

The University of South Alabama Final Credit Hour Enrollment Statistics Comparison Fall 2020

	Fall 2019			Fall 2020			Percent Change		
	LD	UD	Total	LD	UD	Total	LD	UD	Total
<i>Undergraduate</i>									
Allied Health Professions	4,308	4,414	8,722	3,944	4,298	8,242	-8.45	-2.63	-5.50
Arts & Sciences	60,753	13,823	74,576	55,902	13,275	69,177	-7.98	-3.96	-7.24
Business	4,974	8,061	13,035	4,191	7,465	11,656	-15.74	-7.39	-10.58
Computing	3,319	2,272	5,591	3,009	2,262	5,271	-9.34	-0.44	-5.72
Education	3,483	7,785	11,268	3,114	8,245	11,359	-10.59	5.91	0.81
Engineering	1,914	5,161	7,075	1,861	4,620	6,481	-2.77	-10.48	-8.40
Global USA	51	0	51	0	0	0	-100.00	N/A	-100.00
Honors College	135	65	200	140	40	180	3.70	-38.46	-10.00
Nursing	372	8,280	8,652	408	9,050	9,458	9.68	9.30	9.32
Total Undergraduate	79,309	49,861	129,170	72,569	49,255	121,824	-8.50	-1.22	-5.69
<i>Graduate</i>									
Allied Health Professions			6,387			6,401			0.22
Arts & Sciences			1,739			1,760			1.21
Business			839			1,139			35.76
Computing			733			666			-9.14
Education			2,797			3,463			23.81
Engineering			399			466			16.79
Graduate School			154			294			90.91
Medicine			414			395			-4.59
Nursing			19,285			20,977			8.77
Total Graduate			32,747			35,561			8.59
University Total*			161,917			157,385			-2.80

*Excludes Clinical Credit Hour Equivalents in Allied Health (2019=114 LD, 559 UD, 1,469 GR; 2020=108 LD, 373 UD, 1,679 GR), Arts & Sciences (2019=20 GR; 2020=21), Graduate School (2019=30 GR; 2020=31 GR), and Nursing 2019=2,149 UD, 5,096 GR; 2020=2,195 UD; 6,015 GR).

SOURCE: ZSGR4503

Attachment 1 Table III

The University of South Alabama Final Enrollment & Credit Hour Production Summary Fall 2020

	Fall 2019	Fall 2020	Absolute Change	Percent Change
<i>Enrollment</i>				
Allied Health Professions	1,598	1,509	-89	-5.57
Arts & Sciences	3,056	2,900	-156	-5.10
Business	1,230	1,148	-82	-6.67
Computing	671	627	-44	-6.56
Education	2,000	2,003	3	0.15
Engineering	1,127	1,048	-79	-7.01
Graduate School	41	44	3	7.32
Medicine*	336	344	8	2.38
Nursing	4,338	4,601	263	6.06
University Total**	14,397	14,224	-173	-1.20
<i>Credit Hour Production</i>				
Allied Health Professions	15,109	14,643	-466	-3.08
Arts & Sciences	76,315	70,937	-5,378	-7.05
Business	13,874	12,795	-1,079	-7.78
Computing	6,324	5,937	-387	-6.12
Education	14,065	14,822	757	5.38
Engineering	7,474	6,947	-527	-7.05
Global USA	51	0	-51	-100.00
Graduate School	154	294	140	90.91
Honors College	200	180	-20	-10.00
Medicine	414	395	-19	-4.59
Nursing	27,937	30,435	2,498	8.94
University Total**	161,917	157,385	-4,532	-2.80

*Medicine total excludes 270 medical residents in Fall 2019 and 281 medical residents in Fall 2020.

**Excludes Clinical Credit Hour Equivalents in Allied Health (2019=2,142; 2020=2,160), Arts & Sciences (2019=20; 2020=21), Graduate School (2019=30; 2020=31), and Nursing (2019=7,245; 2020=8,210).

IR/September 1, 2020

Attachment 2

**The University of South Alabama
Baldwin County Enrollment Profile
Fall 2020**

Page 1 of 2

	Fall 2019		Fall 2020		% Change Fall 2019 to Fall 2020
	Number	% of Total	Number	% of Total	
<i>Total Headcount</i>	253		275		8.70
Took Courses - Baldwin County Only	67	26.5	51	18.5	-23.88
Took Courses - Baldwin County & Main	186	73.5	224	81.5	20.43
<i>Enrollment by College</i>					
Allied Health Professions	30	11.9	44	16.0	46.67
Arts & Sciences	64	25.3	77	28.0	20.31
Business	5	2.0	3	1.1	-40.00
Computing	11	4.3	9	3.3	-18.18
Education	47	18.6	59	21.5	25.53
Engineering	0	0.0	3	1.1	N/A
Nursing	96	37.9	80	29.1	-16.67
<i>Enrollment by Class</i>					
Freshman	4	1.6	6	2.2	50.00
Sophomore	18	7.1	28	10.2	55.56
Junior	69	27.3	68	24.7	-1.45
Senior	161	63.6	170	61.8	5.59
Graduate	1	0.4	3	1.1	200.00
Unclassified	0	0.0	0	0.0	N/A
<i>Enrollment by Gender</i>					
Male	71	28.1	86	31.3	21.13
Female	182	71.9	189	68.7	3.85
<i>Enrollment by Race</i>					
African-American	37	14.6	47	17.1	27.03
White	184	72.7	181	65.8	-1.63
Other/Unknown	32	12.6	47	17.1	46.88
<i>Enrollment by Status*</i>					
Full-Time	236	93.3	256	93.1	8.47
Part-Time	17	6.7	19	6.9	11.76

*Based on total credit hour registration on the Main campus and in Baldwin County.

Attachment 2

The University of South Alabama Baldwin County Enrollment Profile Fall 2020

Page 2 of 2

	Fall 2019		Fall 2020		% Change Fall 2019 to Fall 2020
	Number	% of Total	Number	% of Total	
<i>Enrollment by Age</i>					
50 and Over	6	2.4	1	0.4	-83.33
40-49	6	2.4	3	1.1	-50.00
30-39	25	9.9	25	9.1	0.00
25-29	39	15.4	43	15.6	10.26
20-24	167	66.0	194	70.5	16.17
19 and Under	10	4.0	9	3.3	-10.00
<i>Credit Hour Enrollment**</i>					
	2,544		2,341		-7.98
Allied Health Professions	48	1.9	102	4.4	112.50
Arts & Sciences	340	13.4	394	16.8	15.88
Computing	0	0.0	0	0.0	N/A
Business	30	1.2	0	0.0	-100.00
Education	262	10.3	268	11.4	2.29
Engineering	0	0.0	0	0.0	N/A
Nursing	1,864	73.3	1,577	67.4	-15.40

**Excludes Clinical Credit Hour Equivalents in Nursing (2019=545; 2020=454).


SOURCE: BC Reports, ZSGR4503B, ZSGR4501

IR/September 1, 2020

SPONSORED PROJECTS 10/1/2019 TO 8/31/2020

College/Dept	Proposals		Awards		FY20 YTD	Award \$ Received FY19 YTD	Change vs. FY19 YTD (\$)
	FY20 YTD	FY19 YTD	FY20 YTD	FY19 YTD			
Academic Affairs							
Academic Affairs	1	0	1	0	\$57,500.00	\$0.00	\$57,500.00
	1	0	1	0	\$57,500.00	\$0.00	\$57,500.00
Academic Success and Retention							
Academic Success and Retention	0	2	0	2	\$0.00	\$6,500.00	-\$6,500.00
	0	2	0	2	\$0.00	\$6,500.00	-\$6,500.00
College of Allied Health							
Biomedical Sciences	2	0	0	0	\$0.00	\$0.00	\$0.00
College of Allied Health Professions	1	0	0	0	\$0.00	\$0.00	\$0.00
EMT Training	0	2	1	3	\$222,622.00	\$287,622.00	-\$65,000.00
Physician Assistant	0	1	1	0	\$10,000.00	\$0.00	\$10,000.00
Speech Pathology and Audiology	2	2	2	1	\$18,463.51	\$10,640.00	\$7,823.51
	5	5	4	4	\$251,085.51	\$298,262.00	-\$47,176.49
College of Arts and Sciences							
Biology	3	9	3	6	\$424,866.03	\$180,999.60	\$243,866.43
Center for Archeological Studi	8	10	4	11	\$238,842.24	\$650,932.79	-\$412,090.55
Chemistry	8	3	2	2	\$50,294.26	\$195,000.00	-\$144,705.74
Communication	1	1	1	2	\$2,000.00	\$24,000.00	-\$24,000.00
Earth Sciences	4	6	4	4	\$230,692.15	\$257,508.99	-\$26,816.84
English	1	3	1	2	\$3,907.00	\$6,750.00	-\$2,843.00
History	2	2	6	0	\$78,866.00	\$0.00	\$78,866.00
Marine Sciences	14	32	11	12	\$3,692,418.02	\$4,800,172.93	-\$1,107,754.91
Math and Statistics	4	4	2	2	\$553,761.86	\$74,850.67	\$478,911.19
Modern & Classical Languages and Literature	2	1	0	2	\$0.00	\$94,139.28	-\$94,139.28
Music	0	0	2	0	\$3,000.00	\$0.00	\$3,000.00
Philosophy	1	1	0	0	\$0.00	\$0.00	\$0.00
Physics	5	7	3	2	\$570,875.29	\$399,188.00	\$171,687.29
Political Sci / Criminal Justi	3	2	0	1	\$0.00	\$47,791.00	-\$47,791.00
Psychology	10	11	7	7	\$174,555.86	\$284,030.21	-\$109,474.35
Soc / Anthro / Social Wrk	5	4	2	4	\$220,364.50	\$499,142.30	-\$278,777.80
	71	96	48	57	\$6,244,443.21	\$7,516,505.77	-\$1,272,062.56
College of Education and Professional Studies							
Coll of Educ./Profes. Studies - Dean's Office	4	8	5	11	\$888,836.10	\$12,171,322.48	-\$11,282,486.38
Counseling & Instructional Sciences	3	3	1	3	\$30,300.24	\$206,285.91	-\$175,985.67
Ed Office of Contracts	2	0	2	0	\$455,969.20	\$0.00	\$455,969.20
Health, Kinesiology and Sport	9	6	5	1	\$257,814.00	\$38,019.00	\$219,795.00
Hospitality & Tourism Mgmt.	0	1	0	0	\$0.00	\$0.00	\$0.00
Integrative Studies	1	0	0	0	\$0.00	\$0.00	\$0.00
Leadership & Teacher Ed	3	5	1	3	\$91,790.00	\$539,013.72	-\$447,223.72
	22	23	14	18	\$1,724,709.54	\$12,954,641.11	-\$11,229,931.57
College of Engineering							
Chemical Eng	10	13	1	6	\$1,328,457.90	\$1,253,990.33	\$74,467.57
Civil Eng	20	25	6	12	\$817,484.73	\$1,514,279.33	-\$696,794.60
College of Engineering - Dean's Office	10	4	7	4	\$239,036.30	\$59,000.00	\$180,036.30
Electrical Eng	15	24	4	6	\$776,949.35	\$711,323.44	\$65,625.91
Mechanical Eng	6	19	6	8	\$237,944.51	\$421,512.84	-\$183,568.33
	61	85	24	36	\$3,399,872.79	\$3,960,105.94	-\$560,233.15
College of Medicine							
Biochem/Molecular Biology	9	6	2	3	\$426,490.00	\$2,191,540.00	-\$1,765,050.00
Center for Disaster Healthcare Preparedness	3	1	4	2	\$3,349,300.53	\$1,271,723.52	\$2,077,577.01
Center for Healthy Communities	0	0	1	0	\$9,924.00	\$0.00	\$9,924.00
Center for Lung Biology	44	33	24	14	\$6,181,852.33	\$5,236,886.00	\$944,966.33
College of Medicine - Dean's Office	0	2	1	0	\$22,000.00	\$0.00	\$22,000.00
Ctr for Strategic Health Innov	2	0	2	0	\$9,552.00	\$0.00	\$9,552.00
Emergency Medicine	1	0	1	0	\$8,000.00	\$0.00	\$8,000.00
Family Medicine	5	4	6	5	\$4,579,023.96	\$1,748,879.92	\$2,830,144.04
Internal Medicine	7	10	9	9	\$505,939.40	\$261,491.00	\$244,448.40
Microbiology/Immunology	22	7	14	2	\$1,569,680.01	\$212,032.86	\$1,357,647.15
Neurology	7	3	6	3	\$4,750.00	\$6,400.00	-\$1,650.00
OBGYN	4	0	3	1	\$35,261.18	\$7,385.63	\$27,875.55
Pathology	10	3	3	0	\$1,266,703.15	\$0.00	\$1,266,703.15
Pediatrics	8	13	5	8	\$44,000.00	\$133,883.20	-\$89,883.20
Pharmacology	31	5	13	0	\$2,392,896.69	\$0.00	\$2,392,896.69
Physiology/Cell Biology	23	9	6	7	\$1,022,303.02	\$1,272,459.84	-\$250,156.82
Surgery	4	4	2	6	\$50,000.00	\$227,626.00	-\$177,626.00
	180	100	102	60	\$21,477,676.27	\$12,570,307.97	\$8,907,368.30
College of Nursing							
Adult Health Nursing	4	4	0	1	\$0.00	\$500.00	-\$500.00
College of Nursing - Dean's Office	2	4	3	1	\$664,004.00	\$447,628.00	\$216,376.00
Community Mental Health	4	3	2	4	\$524,836.12	\$1,692,450.04	-\$1,167,613.92
Maternal/Child Health	2	4	1	2	\$10,000.00	\$10,500.00	-\$500.00
	12	15	6	8	\$1,198,840.12	\$2,151,078.04	-\$952,237.92

College/Dept	Proposals		Awards		FY20 YTD	Award \$ Received		Change vs. FY19 YTD (\$)
	FY20 YTD	FY19 YTD	FY20 YTD	FY19 YTD		FY19 YTD		
Division of Student Affairs								
Talent Search	0	1	1	1	\$39,999.96	\$363,938.40		-\$323,938.44
Upward Bound	0	0	1	1	\$297,601.00	\$287,537.04		\$10,063.96
Veteran Affairs	1	0	0	0	\$0.00	\$0.00		\$0.00
	1	1	2	2	\$337,600.96	\$651,475.44		-\$313,874.48
Global USA								
Center for Cont. Education & Conf. Svs.	1	0	0	0	\$0.00	\$0.00		\$0.00
	1	0	0	0	\$0.00	\$0.00		\$0.00
Graduate School								
Graduate School	1	1	1	2	\$20,000.00	\$40,000.00		-\$20,000.00
	1	1	1	2	\$20,000.00	\$40,000.00		-\$20,000.00
Honors College								
Honors College	2	2	1	1	\$5,000.00	\$6,400.00		-\$1,400.00
	2	2	1	1	\$5,000.00	\$6,400.00		-\$1,400.00
Mitchell Cancer Institute								
MCI Clinical Trials	14	18	19	17	\$9,000.00	\$545,742.00		-\$536,742.00
Mitchell Cancer Institute	6	58	5	26	\$292,102.35	\$6,004,835.73		-\$5,712,733.38
	20	76	24	43	\$301,102.35	\$6,550,577.73		-\$6,249,475.38
Mitchell College of Business								
Economics Finance	1	0	1	0	\$4,500.00	\$0.00		\$4,500.00
Marketing	1	0	0	0	\$0.00	\$0.00		\$0.00
Mitchell College of Business - Dean's Office	1	0	0	0	\$0.00	\$0.00		\$0.00
	3	0	1	0	\$4,500.00	\$0.00		\$4,500.00
Office of Diversity and Inclusion								
Office of Diversity and Inclusion	3	0	0	0	\$0.00	\$0.00		\$0.00
	3	0	0	0	\$0.00	\$0.00		\$0.00
Research								
Hospitality & Tourism Alliance	0	1	0	1	\$0.00	\$18,000.00		-\$18,000.00
Research	1	0	0	0	\$0.00	\$0.00		\$0.00
Research Innovation	2	1	3	1	\$190,714.82	\$25,000.00		\$165,714.82
Research and Economic Dev	1	2	0	3	\$0.00	\$1,372,692.04		-\$1,372,692.04
South Alabama Ionic Liquids (SAIL)	1	2	2	0	\$987,692.24	\$0.00		\$987,692.24
	5	6	5	5	\$1,178,407.06	\$1,415,692.04		-\$237,284.98
School of Computing								
Computer Science	1	1	1	7	\$840,899.10	\$1,300,496.25		-\$459,597.15
Information Systems & Technology	2	14	2	16	\$3,625.00	\$728,887.34		-\$725,262.34
School of Computing - Dean's Office	28	34	21	4	\$918,377.83	\$7,593,123.15		-\$6,674,745.32
	31	49	24	27	\$1,762,901.93	\$9,622,506.74		-\$7,859,604.81
Simulation Lab								
Simulation Lab	1	1	0	1	\$0.00	\$64,751.00		-\$64,751.00
	1	1	0	1	\$0.00	\$64,751.00		-\$64,751.00
USA Hospitals								
Childrens Womens Hospital	3	1	3	0	\$5,007,391.07	\$0.00		\$5,007,391.07
Hospitals and Clinics	6	1	6	0	\$2,437,600.00	\$0.00		\$2,437,600.00
USA Medical Center	0	1	0	1	\$0.00	\$124,374.24		-\$124,374.24
University Hospital	12	2	9	1	\$8,718,381.88	\$1,280,243.54		\$7,438,138.34
	21	5	18	2	\$16,163,372.95	\$1,404,617.78		\$14,758,755.17
University Libraries								
University Libraries	1	0	1	0	\$7,000.00	\$0.00		\$7,000.00
	1	0	1	0	\$7,000.00	\$0.00		\$7,000.00
VP Fin and Adm								
VP Fin and Adm	4	0	4	0	\$15,178,051.00	\$0.00		\$15,178,051.00
	4	0	4	0	\$15,178,051.00	\$0.00		\$15,178,051.00
Grand Total	446	467	280	268	\$69,312,063.69	\$59,213,421.56		\$10,098,642.13

Date: May 21, 2020
To: Vice Presidents, Deans, Directors, Department Heads and Chairs
Cc: Managers, Supervisors, Executive Assistants and Administrative Assistants
From:  Gerald Gattis, Asst. Vice President, Finance & Administration/Human Resources
Subject: Annual Performance Evaluations for the University General Division

Due to the COVID-19 pandemic, the deadline has been extended for submission of annual staff and administrative employee performance evaluations. The new deadline for the evaluation period of June 15, 2019 to June 14, 2020, is October 15, 2020.

Guidelines for the staff performance evaluation program and the administrative/managerial (110) performance evaluation program are available at www.southalabama.edu/hr under the "Forms" link.

Supervisors and managers are encouraged to contact Human Resources at 460-6133 for assistance if needed in preparing performance evaluations.

Staff Performance Evaluations:

- An annual performance evaluation form is to be completed for each regular staff employee who was employed on or before March 31, 2020.
- For a regular staff employee who transferred to a department on or before March 31, 2020, the performance evaluation form should be completed by the employee's current supervisor.
- Completed staff performance evaluations must be discussed with the employee and signed by the rater, rater's supervisor and the employee prior to submitting to Human Resources for inclusion in the employee's personnel file. The employee's signature on the Evaluation Form serves as verification that the evaluation has been discussed with the employee. A copy of the evaluation is to be given to the employee and a copy also maintained in the department.
- The signed Evaluation Form must be submitted to Human Resources no later than October 15, 2020, by campus mail, or by email to staffevalcampus@southalabama.edu.

Administrators/Managers (110) Performance Evaluations:

- An Employee Performance Statement and accompanying Supervisor Evaluation Summary Statement must be completed for an administrator/manager employed on or before March 31, 2020. *Vice presidents, deans, academic administrators and faculty evaluated under any other University performance evaluation program are excluded.*
- Printed or scanned copies of both signed statements should be submitted to Human Resources by October 15, 2020, by campus mail, or by email to cesmith@southalabama.edu.

Please contact Charles Smith, Director, Human Resources, Employment & Employee Relations, at 460-6133 if you have questions.

Date:
July 1, 2020

To:
Academic Deans

Academic Affairs
Administrative
Assistants

From:
G. David Johnson



Subject:
Faculty Non-Reappointments

Written notice of non-reappointment should be issued according to the date and guidelines specified below. Note that the Faculty severance policy and procedures can be found in the Faculty Handbook, Ch. 3, pg. 108 - 109, Section 3.16. *The dates given below are provided as examples and are the last possible dates of notification and the end dates of employment if the faculty member is to complete the current 9-month or 12-month appointment period. Please note that three months, six months, or 12 months notice may be given earlier than the dates indicated and employment would end on the earlier respective date as well.*

9-month faculty

- In the first year of service: notice should be given at least three months in advance (by **February 12, 2021**) of the last day of the faculty member's employment at the University for appointment to terminate as of **May 15, 2021**.
- In the second year of service: notice should be given at least six months in advance (by **November 13, 2020**) of the last day of the faculty member's employment at the University for appointment to terminate as of **May 15, 2021**.
- After two or more years of service: notice should be given at least 12 months in advance (by **April 30, 2021**) of the last day of the faculty member's employment at the University for appointment to terminate as of **May 15, 2022**.

12-month faculty

- In the first year of service: notice should be given at least three months in advance (by **May 10, 2021**) of the last day of the faculty member's employment at the University for appointment to terminate as of **August 14, 2021**.

Memorandum

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- In the second year of service: notice should be given at least six months in advance (by **February 8, 2021**) of the last day of the faculty member's employment at the University for appointment to terminate as of **August 14, 2021**.

- After two or more years of service: notice should be given at least 12 months in advance (by **April 30, 2021**) of the last day of the faculty member's employment at the University for appointment to terminate as of **August 14, 2022**.

Sample letter is attached.

GDJ: bv



UNIVERSITY OF SOUTH ALABAMA

MEMORANDUM

Academic Affairs

DATE: September 21, 2020

TO: Academic Deans

FROM: Andrea M. Kent, Ph.D. *Andrea M. Kent*
Interim Provost and Senior Vice President of Academic Affairs

SUBJECT: Annual Review of Faculty Members

According to our records the tenure-track faculty on the enclosed lists are up for annual probationary review or mid-probationary period review during the 2020 – 2021 Academic Year. Faculty who are up for mid-probationary period review are not included in the annual review list. Faculty who are up for tenure this year are not included on either list. (FH Ch 3 – 3.11.4.1)

- Check the lists against your records and if there are discrepancies or omissions, please notify this office.
- Distribute a copy of this document and the attached lists to all department chairs.
- Make certain the reviews are completed for all eligible individuals by April 7, 2020.
- The faculty member must be provided a written report from the department chairperson. A copy should be retained in the faculty member's personnel file in the academic department and college/school offices.
- The dean should prepare a report notifying the Provost and Senior Vice President for Academic Affairs that all probationary reviews have been completed for all persons on the lists no later than April 10, 2020.

Annual and mid-probationary reviews of all other faculty, including one-year-only's must be completed by April 12, 2021.

Remind your department chairs that part-time faculty evaluations are to be done annually and the signed evaluation form(s) are to be maintained in the academic department. (FH Ch. 3 – 3.8.2.11)

Enclosures
AMK/bh

Faculty Annual Probationary Review

			Current Rank	Hire Date	Ten Cred	Eligible Date
A&S	A/AH	Hill, John	Asst Prof	8/15/2020		8 /15/2026
A&S	A/AH	Jahnke, Karl	Asst Prof	8/15/2016		8 /15/2022
A&S	A/AH	Patterson, Matthew	Asst Prof	8/15/2011		8 /15/2023
A&S	BLY	Henning, Jeremiah	Asst Prof	8/15/2019		8 /15/2025
A&S	BLY	Kroetz, Mary	Asst Prof	8/15/2016		8 /15/2022
A&S	BLY	Perez, Jonathan	Asst Prof	8/15/2020		8 /15/2026
A&S	BLY	Strickland, Jason	Asst Prof	8/15/2020		8 /15/2026
A&S	CH	Duranty, Edward	Asst Prof	8/15/2017		8 /15/2023
A&S	EH	Poole, Nathan	Asst Prof	8/15/2017		8 /15/2023
A&S	HY	Meola, David	Asst Prof	8/15/2015		8 /15/2022
A&S	MA/ST	Beyarslan, Selvi	Asst Prof	8/15/2017		8 /15/2023
A&S	MA/ST	Clontz, Jr., Steven	Asst Prof	8/15/2016		8 /15/2022
A&S	MA/ST	Colarusso, Mark	Asst Prof	8/15/2017	2.0	8 /15/2022
A&S	MA/ST	Pavelescu, Andrei	Asst Prof	8/15/2015		8 /15/2022
A&S	MA/ST	Zhang, Yingying	Asst Prof	8/15/2020		8 /15/2026
A&S	MAS	Kiel-Reese, Brandi	Assoc Prof	8/15/2020		8 /15/2023
A&S	MAS	Robertson, Alison	Asst Prof	8/15/2013	0.0	8 /15/2022
A&S	MCLL	Whitener, Brian	Asst Prof	8/15/2016		8 /15/2022
A&S	MU	Franklin, Kip	Asst Prof	8/15/2015	1.0	8 /15/2022
A&S	MU	Vande Waa, Arie	Asst Prof	8/15/2018	0.0	8 /15/2026
A&S	PH	Frank, Martin	Asst Prof	8/15/2016		8 /15/2022
A&S	PSC	Peterson, Holly	Asst Prof	8/15/2019		8 /15/2025
A&S	PSC	Williams, Ryan	Asst Prof	8/15/2020		8 /15/2026
A&S	PSY	Isen, Joshua	Asst Prof	8/15/2016		8 /15/2023
A&S	PSY	Lindsey, Dakota	Asst Prof	8/15/2019		8 /15/2025
A&S	PSY	Mehari, Krista	Asst Prof	8/15/2017		8 /15/2023

Faculty Annual Probationary Review

			Current Rank	Hire Date	Ten Cred	Eligible Date
A&S	PSY	Zickgraf, Hannah	Asst Prof	8/15/2020		8 /15/2026
A&S	SW	Young, Stephen	Asst Prof	8/15/2016		8 /15/2022
A&S	SY/AN	Nelson, Erin	Asst Prof	8/15/2017		8 /15/2023
A&S	T&D	Johnson, Christina	Asst Prof	8/15/2019		8 /15/2025

Faculty Mid-Probationary Reviews

			Current Rank	Hire Date	Ten Cred	Mid-Probationary
A&S	CA	Ahearn, Lorraine	Asst Prof	8/15/2018		8 /15/2021
A&S	CA	Choi, Jung Hwa	Asst Prof	8/15/2018		8 /15/2021
A&S	EH	Vrana, Laura	Asst Prof	8/15/2018		8 /15/2021
A&S	HY	Urban, Kelly	Asst Prof	8/15/2018		8 /15/2021
A&S	MA/ST	Lee, Christine	Asst Prof	8/15/2018		8 /15/2021
A&S	MAS	Baker, Ronald	Asst Prof	8/15/2018		8 /15/2021
A&S	MAS	Wang, Xiangli	Asst Prof	1/1/2018		8 /15/2021
A&S	MCLL	Pettway, Matthew	Asst Prof	8/15/2018	1.0	8 /15/2021
A&S	MCLL	Tsai, Shunchang	Asst Prof	8/15/2017	1.0	8 /15/2021
A&S	MU	Lee, Doreen	Asst Prof	8/15/2018		8 /15/2021
A&S	PH	Dahal, Arjun	Asst Prof	8/15/2018		8 /15/2021
A&S	PHL	Thornton, Allison	Asst Prof	8/15/2018		8 /15/2021

13. A&S Awards Timeline

Faculty Awards

- a. First call for Nominations will be Nov. 30th, 2020.
- b. Nominations due by 5:00 p.m., Feb. 12th, 2021.
- c. Supporting Materials from applicants due March 15th, 2021.

Support and Development Awards (SDA)

- a. Call for Proposals Oct 5th, 2020
- b. Proposals Due Nov. 23rd, 2020

Summer Professional Development Awards (SPDA)

- a. Call for Proposals: Oct 19th, reminder Nov. 27th, 2020.
- b. Proposals due Jan 7th, 2021.

14. Mandatory Midterm Grade Reminder

Midterm Grading for Fall 2020 will become available Monday, September 28 at 9:00 a.m. The deadline for submission of midterm grades online via PAWs is Monday, October 5 at 10:00 a.m.

Certain Graduate courses previously identified as having no substantial graded feedback at midterm may enter a grade of MS (Midterm Satisfactory).

For undergraduate courses having no substantial graded feedback, please send an email notification to records@southalabama.edu. Include the course prefix, course number, and CRN.

15. Sabbatical Proposals Due Oct. 1, 2020.

This is the deadline for all materials including your recommendation to be in the Dean's Office. Your letter of recommendation must include details of course coverage during the faculty member's proposed leave. If there are expected additional costs associated with hiring a part-time instructor, include them in your letter.

16. College Preview South Days 2020

Preview Days are replacing USA Days this year. These will be by College, starting with Engineering on Oct. 5.

- A&S preview will be **Monday Oct. 26th**. Additional A&S dates may be scheduled later.
- Four groups of up to 40 prospective students each will be escorted to our college.
- Prospective students will be grouped by Meta-Major, similar to the Zoom sessions last summer.

Oct. 26th Schedule:

1. Social and Behavioral Sciences at 9:00 am (AN, CA, CJ, HY, PSC, PSY, SW, SY)
2. Humanities at 10:00 (EH, MCLL, IS, PHL)
3. Physical Sciences and Math at 11:00 (BLY, CH, GEO, GY, MET, MA, PH)
4. Fine and Performing Arts at 12:00 (ART, MUS, DRA).

Locations:

TBD. We need a room or rooms that can accommodate 40+ with social distancing that morning for each group. Ideally this will be in one or more department(s) of the meta-major. If multiple rooms are used, they need to be near to each other.

Representatives and Content:

1-2 faculty representatives from each major or department.

5-7 minute presentation, Humanities and Fine and Performing Arts will have more time. Consider updating the summer Zoom presentations.

17. 2020-2021 Tenure, Promotion and Mid-Probationary Deadlines

Tenure and Promotion Deadlines

Oct. 21 Submission Deadline for the candidate's portfolio. Candidate must upload a correctly formatted portfolio to the Google Drive folder by this date. Candidate access to the Google Drive folder is restricted after this date.

Nov. 4 External reviews are due and placed by the Department Chair in the "Reviews.pdf" document in the candidate's Google Drive folder.

Dec. 2 Deadline for the completed Department Tenure Committee/Promotion Committee reviews. Deadline for Committee Chairs to add their recommendation narrative, and the completed and signed Tenure and Promotion Committee Forms, to the front of the "Reviews.pdf" document in each candidate's Google Drive folder.

Jan. 6 Deadline for the Department Chair to meet with the candidate and inform the candidate of the recommendation for promotion, tenure, or both. The Chair shares with the candidate his or her written recommendation for or against tenure/promotion and gives the candidate a copy of this report, as well as of the "Departmental Review Notification" form. Candidates for tenure and/or promotion have one week from the time of the meeting with the Chair to include any additional materials supporting his/her candidacy by sending them as a PDF to the Dean.

Jan. 13 Deadline to submit all review materials, including Department Chair's recommendation(s) and completed and signed Promotion and Tenure Recommendation and "Departmental Review Notification" form to the Dean's Office.

Feb. 26 Deadline for a candidate for tenure and/or promotion to submit a written request to the Chair and Dean withdrawing their application for tenure and/or promotion.

* Please review T&P Candidate list below for accuracy *

Mid-Probationary Review Deadline

Reviews are due with your evaluation by **Friday, March 12, 2021**. You must have met with the candidate to discuss the results of the Departmental and Chair reports by this date.

Chairs set the candidate's and department committee's deadlines.

18. New T&P Voting Procedures

Committee meetings will be remote via. Zoom. College policy requires Tenure and Promotion committee voting be conducted in secret, but that the final tally is shared with the committee. Zoom allows anonymous polls. Contact me if your committee chairs need instructions.

All committee reports and forms may be signed electronically when meetings are conducted remotely.

19. A&S New Faculty Advising Workshop October 12, 2020 at 3:20 p.m.

20. Reminder: spring "WH" course requests for "WB" format.

- If a faculty member is requesting that a spring, course be taught as "WB" (16-84% remote synchronous), but the course was not originally scheduled as "WB" and appears in the schedule as "WH", a brief rationale must be sent to the Dean for approval.

A&S Tenure and Promotion Candidates 2020-21

Baker, S. (Tenure and promotion)

Carr, N. (Promotion to full)

Currier, J. (Promotion to full)

Lehrter, J. (Promotion to full)

Liebertz, S. (Tenure and promotion)

Littlefield, R. (Promotion to assoc.)

Lombardo, T. (Tenure and promotion)

Lyn, H. (Tenure)

McLaughlin, B. (Promotion to full)

Ni Chadhain, S. (Promotion to assoc.)

Pavelescu, E. (Tenure and promotion)

Pence, C. (Tenure and promotion)

Schultze, S. (Tenure and promotion)

Smee, D. (Tenure and promotion to full)

Straub, A. (Tenure and promotion)

Wattier, S. (Promotion to senior inst.)